



Access 2016

Level 1

The Microsoft Access database system can help you track multiple, inter-related databases which can be organized into tables and then generate reports to better analyze large amounts of data. You will learn the fundamentals in designing an Access database which best caters to your business needs.

Lesson 1 - Access Basics

- Understanding Databases
- Using Database Templates
- Open an Existing Database and Creating a Blank Database
- Review the Access Environment
- A Look at Tables, Forms, Queries and Reports
- Setting Access Options

Lesson 2 - Working With Tables

- Creating a Table using Application Parts
- Entering Data into a Table
- Adding New Fields to a Table
- Creating a Table from Scratch
- Setting a Primary Key
- Changing Column Width and Row Height
- Inserting, Deleting and Rearranging Fields
- Changing Field Properties
- Designing in Datasheet View

Lesson 3 - Working With Data

- Editing Data
- Formatting Table Data
- Importing Excel Data into an Existing Table
- Importing a Text File into a New Table
- Selecting and Deleting Records
- Sorting Records
- Finding and Replacing Data
- Filtering Data by Selection
- Filtering Data by Form
- Using Common Filters
- Hiding/Unhiding and Freezing Columns
- Rearranging Columns
- Displaying Column Totals in a Datasheet

Lesson 4 - Working With Queries

- Working in Query Design View
- Creating a Query In Design View
- Adding Fields to a Query
- Removing Fields from a Query
- Saving a Query
- Running a Query
- Adding Criteria to a Query
- Specifying Multiple Criteria
- Sorting Data in a Query
- Moving Columns in a Query
- Using the Query Wizard

Lesson 5 - Creating Forms

- Using the Form Wizard
- Entering Data into a Form
- A Look at Design View
- Adding a Field to a Form
- Changing Control Properties
- Using Layout View
- Finding Records in a Form

Lesson 6 - Creating Reports

- Creating a Basic Report
- Applying a Theme to a Report
- Using the Report Wizard
- Report View and Layout View
- A Look at Design View
- Modifying Report Setup
- Printing Reports
- Using the Label Wizard